

Professional and Managerial Branch
Miscellaneous Managerial Group
Traffic Series

TRAFFIC FIELD OPERATIONS MANAGER

09/89

CHARACTERISTICS OF THE CLASS: Under direction, supervises and coordinates field and shop operations of the traffic signal, street lighting, parking meters, and traffic signs and markings divisions; performs related duties as required.

EXAMPLES OF DUTIES: Reviews and assigns designs and work orders for new or ongoing projects to appropriate divisions; coordinates field activities with other city departments, state agencies, utilities and operating contractors; inspects shop and field work to assure adherence to designs, work orders and acceptable standards; formulates field construction standards; conducts periodic field inspections of signal, street lighting, signing and permanent marking and parking meters; reviews reports and inspects damaged equipment; assures compliance with the Texas Manual on Uniform Traffic Control Devices; responds to citizens complaints.

Reviews and makes recommendations for the improvement of maintenance shops operational methods, practices and procedures; meets with suppliers concerning equipment, materials and supplies; prepares specifications for the acquisition of equipment, materials and supplies; implements and coordinates on-the-job and cross-training programs for shop and field personnel.

Analyzes annual expenditures and usage of materials and supplies in preparation for budget recommendations; maintains inventory records and controls of purchases and expenditures as provided in the budget; prepares work orders and requisitions; maintains records and prepares reports.

Reviews work schedules and personnel assignments; discusses and resolves divisions operational and personnel problems; supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures; inspects facilities, shop equipment, vehicles and tools to insure safe operational conditions.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of an Associate's Degree and six years of experience in supervising one or more divisions of traffic signal control work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of laws, rules and regulations governing traffic control devices; considerable knowledge of materials, supplies and equipment used in the installation, maintenance and repair of traffic control devices and automated equipment; considerable knowledge of safe working practices and procedures; good knowledge of administrative practices and procedures; good knowledge of supervisory techniques, and standards of conduct.

Ability to supervise, train and evaluate assigned personnel; ability to prepare equipment, materials and supplies specifications; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to enforce safe working practices and procedures, standards of conduct and work attendance; ability to maintain records and prepare reports.

Skill in the operation of a motor vehicle.

Physical Requirements: Mobility within a field and office environment; operation of a motor vehicle through city traffic; subject to call during off working hours.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state.

Director of Personnel

Department Head